

**STATE OF ALABAMA
DEPARTMENT OF INSURANCE
*DOMESTIC FRATERNALS***

**SPECIAL INSTRUCTIONS FOR FILING THE FINANCIAL STATEMENTS,
FEES AND SUPPLEMENTAL DOCUMENTS**

IMPORTANT INFORMATION

It is necessary to include your NAIC number in the spaces provided. Do not use the federal identification number in place of your NAIC number.

FILING OF FEES

At this time, the Alabama Department of Insurance does not have an EFT account. The Department has established a lock box operation for receipt of ALL Premium Taxes and Fees. Premium Taxes and Fees, ALL tax returns, and the Annual Statement should be sent to one of two lock boxes. It is the responsibility of the Company to see that Filings are timely and mailed to the correct Lock box.

THE ITEMS BELOW ARE DUE BY MARCH 1 OF EACH YEAR

1. Annual Financial Statement
2. Fees Return Sheet
3. Official List
4. Application for License Renewal
5. \$150 Annual Audit and Examination Fee and Transmittal Form—this item only, see reverse side for address

POSTAL SERVICE
Alabama Department of Insurance
c/o Compass Bank
P. O. Box 830691
Birmingham, AL 35283-0691

COURIER OR EXPRESS SERVICE
Alabama Department of Insurance
c/o Compass Bank
701 South 32nd Street
Birmingham, AL 35233

FILING REQUIREMENTS – Fees

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|---------------------------------|---------|
| 1. Annual Statement Filing Fee: | \$25.00 |
| 2. License Renewal Fees: | \$55.00 |

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FILING REQUIREMENTS – Annual Audit and Examination Fees

The Annual Audit and Examination Fee for Mutual Aid Associations, Fraternal Benefit Societies, and Health Maintenance Organizations is \$150. The Audit and Examination Fee for all other licensed insurance companies is \$500. A check should be attached to the Audit and Examination Transmittal Form and mailed to the address below. PLEASE DO NOT COMBINE THE LICENSE RENEWAL FEE AND ANNUAL STATEMENT FEE WITH THE AUDIT AND EXAMINATION FEE.

POSTAL SERVICE
Alabama Department of Insurance
c/o Compass Bank
P. O. Box 830707
Birmingham, AL 35283-0707

COURIER OR EXPRESS SERVICE
Alabama Department of Insurance
c/o Compass Bank
701 South 32nd Street
Birmingham, AL 35233

SUPPLEMENTAL FILINGS – DUE DATES

All Supplemental filings required by the NAIC Annual Statement Instructions must be filed by the appropriate due dates. Mail the documents below directly to the Alabama Department of Insurance unless otherwise stated:

Actuarial Opinion – due along with annual financial statement
Management Discussion and Analysis – due April 1 of each year
Audited Financial Statement – by an independent CPA – due no later than June 1 of each year
QUARTERLY FINANCIAL STATEMENTS – DUE MAY 15, AUGUST 15, AND SEPTEMBER 15 OF EACH YEAR

POSTAL SERVICE
Alabama Department of Insurance
P. O. Box 303351
Montgomery, AL 36130-3351

COURIER OR EXPRESS SERVICE
Alabama Department of Insurance
201 Monroe Street, Suite 1700
Montgomery, Alabama 36104

ALL FILINGS WITH THE ALABAMA DEPARTMENT OF INSURANCE MUST BE MAILED BY THE U. S. POSTAL SERVICE OR COURIER. HAND DELIVERED DOCUMENTS WILL NOT BE ACCEPTED.

CONTACT PERSONS

All questions relating to premium tax should be addressed to the Department of Insurance, Examiners Division: Ann Strickland (334-241-4154) or Belinda Williams (334-241-4162).